

**NATIONAL ADVISORY COUNCIL  
FOR OFFICE PROFESSIONALS**

**AND**

**ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS**

**ANNUAL REPORT – June 1, 2006/May 31, 2007**

**Prepared By**

**NATIONAL ADVISORY COUNCIL FOR OFFICE  
PROFESSIONALS  
AGRICULTURAL RESEARCH SERVICE  
U.S. DEPARTMENT OF AGRICULTURE**

# TABLE OF CONTENTS

## NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS

EXECUTIVE SUMMARY OVERVIEW.....	3
2006-2007 NACOP MEMBERS.....	4
FORMER MEMBERS.....	5
ANNUAL MEETING, ACCOMPLISHMENTS & GOALS.....	7
SECRETARIAL RECOGNITION PROGRAM.....	9

## ORGANIZATIONAL SECRETARIAL ADVISORY COUNCILS

BELTSVILLE AREA	
Accomplishments & Goals.....	10-11
HEADQUARTERS	
Accomplishments & Goals.....	12-13
MIDSOUTH AREA	
Accomplishments & Goals.....	14-15
MIDWEST AREA	
Accomplishments & Goal.....	16-17
NORTH ATLANTIC AREA	
Accomplishments & Goals.....	18-19
NORTHERN PLAINS AREA	
Accomplishments & Goals.....	20-21
PACIFIC WEST AREA	
Accomplishments & Goals.....	22
SOUTH ATLANTIC AREA	
Accomplishments & Goals.....	23
SOUTHERN PLAINS AREA	
Accomplishments & Goals.....	24

### Overview:

The Council was hosted by the Northern Plains Area in Fort Collins, Colorado, the week of July 17-21, 2006. Council members were given a tour of three research units in Building D of the Natural Resources Research Center. A teambuilding session was held to facilitate integration of new members to the Council. This included a presentation on “Making Teams Work” and some valuable information on conflict management styles.

A portion of the meeting focused on review and discussion of the highly successful 2006 National Conference for ARS Office Professionals, held in St. Louis, Missouri, in May 2006. The 3-day conference was a mix of general and break-out sessions dealing with issues and concepts of direct relevance to ARS office professionals. Members reviewed all of the evaluation sheets submitted by participants and discussed ideas for future conferences.

The Council Charter was reviewed and updated. Also reviewed and updated were the Council’s website, the Quick Reference Guide, the Orientation Plan, and the Resource Assistance list. The Council established goals for the coming year.

The Council continued to conduct monthly conference calls to work on goals and priorities. The NACOP display was used at several leadership conferences throughout the year, which raised the visibility of the Council and offered resources and mentoring to ARS office professionals.

Respectfully submitted,

Veronica Cullum, Senior Co-Chair  
Patricia Berry, Junior Co-Chair

## **Members of the 2006 National Advisory Council for Office Professionals**

**Veronica Cullum, PWA, Senior Co-Chair**  
**Patricia Berry, HQ, Junior Co-Chair**  
**Debra Duckworth, SAA, Ex-Officio**  
**Cathy Lonaberger, OA, Technical Advisor**  
**Rhonda Sampson, OCIO, Technical Advisor**  
**Sandra Ball, NAL**  
**Patty Coyle, NAA**  
**Drusilla Fratesi, MSA**  
**Barbara Hodges, SPA**  
**Wendy Jacobs, BA**  
**Shelia Jackson, SAA**  
**Cody Jensen (Replaced by Sharon Peterson during year), NPA**  
**Heather Lewandowski, MWA**

**Former members of the  
NSAC/NACOSP/NACOP are:**

**KATHY ARAGON, NPA  
MARIA ARCHER, NAL  
BRENDA AYSENNE, MSA  
BARBIE BALLENGEE, PWA  
PRUNELLA BRANISH, NAA  
SHERRI BUXTON, MWA  
KAY CARR, SAA  
CARMELA CARRICK, HQ  
CLARICE CARTER, TECHNICAL ADVISOR  
JOYCE CRAIG, HQ  
LOUISE DALTON, NPA  
PHYLLIS DAVIS, NAA  
TAMMY DURFEE BLAIR, PWA  
BRENDA ELSTON, HQ  
JANET FERST, HQ  
LIBBY FOUSE, PWA  
RHEA FRYAR-CALVERT, SPA  
MADELINE HALL, MSA  
NADINE HEIRS, BA  
TERRY HENRICHS, NAL  
SUE HURD, NPA  
BONNIE INGRAM, MWA  
MARCIA JENKINS, MWA  
OLGA LEE, NPA  
ANGIE MARCHETTI, HQ  
ELAINE, MCGUIRE, BA  
SHEILA MESSINEO, BA  
LINDA NEUENHAHN, HQ  
OLIVIA PEDRAZA, SPA  
ROSETTA PROCTOR, HQ**

**JANNETTE SHUFORD-REEVES, NAL**  
**BETTY SIGLER, NPA**  
**MARY SILVA, NAL**  
**FRANKEE SIMPSON, SAA**  
**JOYCE SMITH, NAA**  
**MICHELLE SNOWDEN, HQ**  
**KRISTEN SOTER, BA**  
**QUEEN SPRIGGS, HQ**  
**ANNE STELLE, SPA**  
**CECELIA STORTZUM, TECHNICAL ADVISOR**  
**STEPHANIE LIVELY SULLIVAN, NAA**  
**GENEVIEVE SWARTZBERG, MSA**  
**KATHY TOWNSON, BA**  
**SUE THORNBURG, NPA**  
**RUTH TREAT, SPA**  
**LORI WILSON-VOSS, MWA**  
**TONI WALLS, TECHNICAL ADVISOR**  
**SANDRA WARREN, MSA**  
**SABRINA WHITLEY-FERRELL, SAA**

# **NATIONAL ADVISORY COUNCIL FOR OFFICE PROFESSIONALS**

## **ANNUAL MEETING**

**Date:** July 18-20, 2006  
**Location:** Fort Collins, CO  
**Host:** Northern Plains Area

## **FY-06 ACCOMPLISHMENTS**

### **2006 Conference**

Our main goal was to finalize all plans and present the 2006 Conference “Partnership for Success” held in St. Louis, MO, May 9-11. The council prepared for the three-day Conference by covering the following tasks:

- \*Decided on agenda, selected speakers and arranged for both ARS speakers as well as three outside motivational speakers.
- \*Set up registration for hotel and conference on-line
- \*Set number of break-out sessions needed, and assigned attendees to their choices
- \*Negotiated with hotel for rooms and meals
- \*Obtained as much ITT equipment as possible from ARS sources to use at conference
- \*Finalized agendas and printed
- \*Ordered all non-monetary awards
- \*Designed and printed nametags for staff/speakers and participants
- \*Designed and compiled evaluation forms for break-out sessions
- \*Sent participant certificates to Dr. Knipling for signature
- \*Made Seating arrangements for meals

### **Visibility for NACOP**

- \*The NACOP exhibits were made available for all area functions
- \*The Newsletter was published and distributed to promote NACOP
- \* Provided a bag/backpack to all participants at the 06 conference with NACOP logo
- \* Provided coasters with the NACOP logo to all speakers and instructors at the 06 Conference
- \*Technical Advisors were urged to attend all local council meetings and teleconferences and were urged to be proactive in getting NACOP’s name out to everyone. Tried to get local council members interested in NACOP.
- \*Webpage was kept updated with the most current information.

**Scholarship Training Program**

- \*Encouraged all areas to implement a scholarship program so everyone has the opportunity to receive training

**Scrapbook**

- \*Worked on history of NACOP by using pictures with brief descriptions of all events/ meetings and conferences

**Quick Reference Guide will be updated**

- \*Quick Reference Guide was updated and posted on website for use by all Office Professionals.

**Brochure**

- \*Committee redesigned and updated the NACOP trifold brochure

**FY-07 GOALS****To assist local councils in re-focusing and/or re-energizing their Mentoring Programs.**

Most local councils have Mentoring Programs but feel they are not achieving full potential. Encourage local councils to stress Mentoring Programs, reorganizing and re-emphasizing so Office Professionals with experience are available to assist new Office Professionals.

**To revamp New-Employee Orientation List**

Update New Employee Orientation List to accommodate changes needed.

**To update and maintain the NACOP website**

Ensure NACOP website contains current information and links work properly.

**To begin planning process for 2009 National Conference**

Initiate plans for 2009 National Conference proposal. Select and evaluate cities for cost comparison. Review evaluations from previous conference for attendee suggestions. Begin brainstorming for topics/speakers.

**To enhance newsletter by considering new features, i.e., employee spotlight, people making a difference, award programs, area award winners, etc.)****Develop PR ideas for advertising NACOP across the agency, including acknowledgement of Office Professionals Day****Develop and send memo reinforcing training input on new programs, with emphasis of input coming from those who use them**



## **SECRETARIAL RECOGNITION PROGRAM**

### **ARS Secretary of the Year winners for 2006 were:**

**Helen B. Fleshman (Beltsville)**  
**Directors Office**  
**Beltsville Human Nutrition Research Service**

**Mary Goleski (Headquarters)**  
**Executive Assistant for Larry Cullumber (Director, Acquisition and**  
**Property Division)**

**Linda Fulton (Mid South Area)**  
**Secretary, Crop Science Research Laboratory**  
**Mississippi State, MS**

**Latonya Ingram (Mid South Area)**  
**Office Automation Assistant, Southern Insect Management Research**  
**Unit, Stoneville, MS**

**Janet Erb (Midwest Area)**

**Jill Miller (Northern Plains Area)**  
**Secretary, Agricultural System Research Unit and the Post**  
**Management Research Unit, Sidney Montana**

**Sheryle Siegel-King (South Atlantic Area)**

## **Area: Beltsville (BA)**

### **Current Members:**

Monica Fair, PSI, IBL (Senior Chair)  
Linda Nix, BHNRC, CNRG (Co-chair)  
Kisha Shelton, USNA (recorder)  
Wendy Jacobs, PSI, Institute Office(Technical Advisor)  
Donnell Bladen, PSI, CSGCL  
Laura Denice ANRI, Institute office  
Elizabeth Hawkins, ANRI, SASL  
Tina Hunter, PSI, NGRL  
Melissa Seibert, Area Director's Office  
Laura O'Hare, ANRI, HRSL

### **2006 Accomplishments:**

Microsoft PowerPoint Training Introduction presented by Tasha Sprague of the PSI -IT department on March 25, 2006

ARMPS Training presented by Lisa Baldus, Chief, Fiscal Operations, FMD, AFM Thursday, April 6, 2006.

Performance Documentation Workshop entitled "What to Document, When to Document, How to Document" given by Theresa Bailey of the Awards and Performance Management Staff, on May 17, 2006

Microsoft Outlook Training presented by Mike Witles and Keith Ware of the GWCC IT Team August 23, 2006 – Bldg. 003 Auditorium.

Training Workshop entitled "Correspondence Workshop" given by Ms. Louretha Gibson of the Correspondence Control Office, on October 19, 2006.

### **2007 Goals:**

Work with our sister groups the National Agricultural Library Support Staff Advisory Council (NALSAC) and the Headquarters Advisory Council for Administrative Professionals (HACAP) to plan and host the 2007 Office Support Professionals Celebration in April 2007 entitled, "Balancing Work and Home Life Workshop".

Working on Electronic Desk Reference

Share Point Training

Integrated Accusations Systems (IAS) Training

Domestic and Foreign Travel Training entitled, “What Paperwork is Needed, and How to Fill it Out”. Being designed to help the labs understand what paperwork is required and how the packages should look when they go forward to their Institutes for approval.

**Secretary of the Year:**

Helen B. Fleshman  
Directors Office  
Beltsville Human Nutrition Research Service

## **Area:**

# **Headquarters Advisory Council for Administrative Professionals (HACAP)**

## **Current Members**

Mary Goleski - Chairperson  
Cathy Widner - Co-Chairperson  
Patricia Johnson - Webmaster  
Amanda Gale - Membership Chairperson  
Catherine Youhouse - Publicity Chairperson  
Patricia Berry – NACOP Technical Advisor  
Darlene Yesudian  
Marcia Herbert  
Kathleen Townson  
Tammy Lowry  
Jackie Kelly  
Linda Fuller  
Linda Simpson

## **Accomplishments**

HACAP was reestablished in 2006. We revised the charter, changed the name, and increased the membership.

We conducted a survey to find out what the council can do to assist the employees that HACAP represents. We plan to focus on the training needs expressed in the survey.

HACAP members continue to receive information via e-mail which is continually updated to include all eligible personnel, e.g., correspondence training, HACAP meeting, NACOP Newsletter.

We are currently working with the Beltsville Area and National Agricultural Library councils to present a joint workshop in April 2007 for all administrative professionals. The theme is balancing home and work life. Dave Carter will give a presentation. We understand he was a favorite speaker from the St. Louis Conference, and we wanted to bring part of the conference to those who could not make it to St. Louis.

## **Goals**

Continue to provide training and information to all administrative professionals.

Revise the HACAP Web site and create a new logo for the council.

Get more people involved in HACAP (by updating the Web site, creating a bulletin board, and holding more all-hands meetings).

HACAP will continue its objective to serve the Office of the Administrator and Deputy Administrator, AFM, in an advisory capacity on new initiatives that impact AFM and Headquarters administrative professionals. We will encourage ongoing communication among administrative professionals, NACOP, and the administration, and advise the Office of the Administrator and Deputy Administrator, AFM, on matters relating to development, advancement, and recognition of Headquarters office support personnel.

### **Secretary of the Year**

Mary Goleski (who works as the Executive Assistant for Larry Cullumber, Director, Acquisition and Property Division) received the 2006 ARS Office Professional of the Year Award.

## **Area: Mid South Area (MSA)**

### **Current Members:**

Linda Fulton, Senior Chair, Mississippi State, MS  
Tammy Dorman, Junior Chair, Auburn, AL  
Marlene Coley, Recorder, Stoneville, MS  
Telecia Burton, Ex-Officio Member, Oxford, MS  
Drusilla Fratesi, Technical Advisor, Stoneville, MS  
Lucienne Savell, Webmaster, Oxford, MS  
Kay Bolen, Bowling Green, KY  
Janice Boyd, New Orleans, LA  
Alice Redditt, Stoneville, MS  
Ann McGee, Stoneville, MS  
Lynda Taylor, Stoneville, MS  
Deborah Brennan, MSACOP Sponsor, Associate Area Director  
Madeline Hall, Ex-Officio, Tech. Adv., Baton Rouge, LA

### **Accomplishments:**

The Mid South Area Council of Office Professionals (MSACOP) attended the 2006 National Advisory Council of Office Professionals (NACOP) Conference May 8-11, 2006, in St. Louis, MO; the MSACOP held their annual meeting the following day at the Millennium Hotel in St. Louis, MO.

The following individuals were chosen for leadership positions for the Council: Linda Fulton, Senior Chair; Tammy Dorman, Junior Chair; and Marlene Coley, Reporter.

The Charter was revised and approved by all Council members. The following changes were incorporated under "Council Membership": (1) A council member must have non-voting status for one year to be eligible for reappointment. (2) After serving a term as Technical Advisor, that member will remain on the Council for one additional year as an Ex-Officio Member.

The following individuals were chosen to fill (2) vacancies (utilizing the Vacancy Announcement that was drafted in 2005/06) on the MSACOP Council: Ann McGee and Lynda Taylor.

Council teleconferences were held bi-monthly.

MSACOP information posters and brochures were updated and distributed to each Location for display. Additionally an e-mail was sent to all Office Professionals in the Mid South Area which included the following: (1) Website (comprised of Mission and Goals, Membership List, Annual Reports, Helpful Links, News Notes, Charter, and MSA SOP's) address for the MSACOP Council, (2) Current Annual Report, and (3) Synopsis of NACOP Conference.

The Annual Operating Budget was approved by the Mid South Area Director's office.

The MSACOP website has been improved and updated (<http://msa.ars.usda.gov/osp>).

The MSACOP News Notes has been distributed semi-annually with required input from all Council members.

Congratulatory retirement and promotion letters have been sent to appropriate individuals.

A successful mentoring program for new office professionals is continuing in the Area.

### **Goals:**

Currently in the process of organizing and implementing a Mid South Area Office Professionals Conference to be held in Oxford, MS, May 15-16, 2007.

The MSACOP annual meeting will be held in Oxford, MS, May 16-17, 2007, following the 2007 Mid South Area Office Professionals Conference.

The Website (<http://msa.ars.usda.gov/osp>) will continue to be updated as needed.

The News Notes will be published semi-annually.

Bi-monthly conference calls will continue.

Provide a resource for the Area Director's Office and all levels of management for matters relating to office professionals such as orientation and training.

Continue the Mentoring Program for new hire office professionals as well as local information meetings at respective Locations that will keep the Council activities in the forefront.

### **Office Professionals of the Year:**

Linda Fulton (GS-06 and above)  
Secretary  
Crop Science Research Laboratory  
Mississippi State, MS

Latonya Ingram (GS-05 and below)  
Office Automation Assistant  
Southern Insect Management Research Unit  
Stoneville, MS

## **Area: Midwest Area (MWA)**

### **Current Members**

Sherri Buxton, Co-Chair, Ex-Officio - National Council Representative

Melissa Stiefel, Co-Chair

Ginger Walker

Brittney Mernick

Karen Burianek, Recorder

Stephanie Brennan, Web Master

Heather Lewandowski, Ex-Officio, Current National Council Representative

### **Accomplishments**

- The PASTG has taken a leadership role in creating and maintaining an on-line Standard Operating Procedures (SOP) manual, a compendium of approved Agency procedures with examples, to assist the Midwest Area secretarial and administrative support staff. The manual is an excellent training tool for recently hired and seasoned support staff, as well as an invaluable resource for new, revised, and current procedures. Other ARS areas regularly use the MWA SOP as a reference tool and have also used it to assist them in developing their own manuals.
- The MWA Mentoring Program: The PASTG composed a guide for mentors and appointed experienced mentors for new secretaries in the Area. All new MWA secretaries are assigned a mentor for a minimum of one year although the relationships usually continue beyond that time creating lasting support networks among MWA secretaries. All new support staff are brought into Peoria for training which is organized and led by the PASTG. This training was conducted in July of 2006. Key Area personnel also meet with the group to provide additional specialized training. Seven mentees were trained this year.
- Temporary Assistance Program: The PASTG temporary support program was organized to provide support to units with secretarial vacancies. This program ensures that management unit offices operate smoothly when a permanent support position is vacated. The PASTG recruits volunteers from the secretarial team in the Area to serve in administrative assistance roles in the interim. This service has been recognized within the Area as essential to maintaining administrative workflow and research progress. This program was utilized in 2006 by two locations.
- We continue to disseminate quarterly newsletters to all the secretaries in MWA.
- 2005 marked the tenth year of the MWA Secretary of the Year program. Janet Erb of the Corn Insects and Crop Genetics Research Unit, Ames, Iowa was selected as the



2005 MWA Secretary of the Year and was recognized at an all employees meeting held in Ames, Iowa.

- The training scholarship program is continuing to be utilized to a great extent within the Midwest Area. This program provides funding for training from the Area Office allowing employees to benefit from training that may not be possible due to financial constraints within their units. The scholarship application and information is available on the PASTG homepage.

### **Goals**

- Continue to update the Midwest Area PASTG Home Page and SOP Manual.
- Continue quarterly newsletter.
- Continue Training Scholarship Program.
- Continue Temporary Assistance Program.
- Continue to offer training to new MWA office support personnel.
- Address initiatives as directed by the MWA Senior Management Team.

### **Secretary of the Year**

Janet Erb - Midwest Area Secretary of the Year, 2005

## **Area: North Atlantic Area (NAA)**

### **Current Members**

None – Council is being restructured (see below)

During the last few years, the majority of the NAA Council of Office Professionals members retired, resigned, changed positions, etc., leaving only two members on the original Council. Both of those members have taken on additional responsibilities, and therefore, were unable to carry out the mission of the Council as it was structured. Originally, the Council had been established with the top level support positions from the Area. These positions didn't afford the time needed.

The North Atlantic Area is currently in the process of re-establishing the Council of Office Professionals with a new membership structure, mission, charter, etc.

### **Accomplishments**

A new charter has been prepared and reviewed. Input was also sought on revitalizing the Council from the administrative personnel at all NAA locations. The proposal was met with great enthusiasm from several volunteers. The Area Director has reviewed and modified the charter and we are in the process of selecting members for the Council so that we can get the Council up and running again.

### **Goals**

Once the membership of the new Council is decided, a meeting will take place to establish the mission, goals, projects, etc.

### **Secretary of the Year**

The North Atlantic Area Office Staff Recognition Program did not recognize a winner for 2006.

## **Area: National Agricultural Library Support Staff Advisory Council (NALSSAC)**

### **Current Members:**

Jannette Shuford-Reeves, Office of the Director, Technical Advisor

Elizabeth Jackson, Office of the Director, Chair

Sandra Ball, Public Services Division

Qiana Johnson, Information Systems Division, Recorder

Helen McAllister, Technical Services Division

### **Accomplishments**

- Completed and implemented NAL Administrative Procedures Handbook on NAL's Intranet.
- Implemented "Welcome" and "Goodbye" coffees for new and departing support staff.
- Five NAL office support professionals attended the National Advisory Council for Office Support Professionals Year 2006 Conference held in April in St. Louis, Missouri in addition to our NACOP representative (Maria Archer, Laura Pope, Sandy Ball, Claudia Gutierrez, Qiana Johnson and Terry Brooks).
- NALSSAC was given a charge from the NAL Management Team to survey support staff levels for the past 10 years. Presented to the NAL Management Team a 10 Year (1995 – 2005) History of NAL Support Staff Levels.
- Continued to have quarterly "working" luncheons to share information with all NAL support staff.
- Continued development of the NALSSAC Web Site that will link to the NAL and ARS Web Sites to encourage better communications between the councils.

### **Goals**

- Finalize and implement Orientation Checklist for new support staff.
- Joint council workshop during Administrative Professionals Week April 2007 – BARC, Headquarters, NAL
- NALSSAC will work with Human Resources and the NAL Management Team Liaison to create a "Roadmap for Workforce Planning" for support staff.
- Establish a NAL Office Support Professional of the Year Award
- Continue to update the NAL Administrative Procedures Handbook on the NAL Intranet.

## **AREA: Northern Plains Area (NPA)**

### **Members of the 2006 Council:**

Jackie Byrkit, Clay Center, Nebraska - Secretary Welcome Packet Coordinator

Louise Dalton, Fort Collins, Colorado - Member

Lori Dimmer, Fargo, North Dakota - Recorder

Cody Jensen (resigned) and Sharon Peterson, Grand Forks, North Dakota - Public Relations & Technical Advisor

Olga Lee, Fort Collins, Colorado - Ex-Officio Member

Jill Miller, Sidney, Montana - Webmaster

Audrey Myers, Mandan, North Dakota – Chair

NOTE: Linda Parnell, Clay Center, Nebraska – Came on board on January 2007, due to the passing away of Jackie Byrkit on November 29, 2006.

### **Accomplishments**

- The NPASAC revised the informational brochure about the Council.
- Representatives from the Council are serving on the NPA Leadership Planning Committee and are assisting with coordination of the secretarial session.
- The NPASAC Web site was redesigned and exists on the ARSNET Web site.
- The 2006 version of the NPASAC Quick Reference Guide was updated and posted on the NPASAC's Web site.
- In October 2006, a New Secretary Orientation was held in conjunction with the New Scientist Orientation.
- The NPASAC met in October 2006. One council member, Cody Jensen, resigned due to separation from ARS. The vacancy was filled by Sharon Peterson, Grand Forks, ND and she will also serve as NACOP representative.
- The NPASAC charter was revised and signed by council members.
- NPASAC goals and action items were reviewed and revised.
- Jackie Byrkit continued to update, revise, and distribute the New Secretary Packet to new NPA secretaries. On behalf of our Council, Jackie will telephone new secretaries to welcome them prior to sending them a New Secretary Packet and Audrey Myers, Chair, will follow-up with a welcome from the Council.

- Sharon Peterson assumed the Media Public Relations responsibilities.
- Participated in pilot testing of SharePoint software.
- Hosted NACOP Annual Meeting at the NPA Area Office July 2006.

## **Goals**

- The Resource Assistant List will be updated. This listing of secretaries, who voluntarily serve as mentors to other secretaries in specialized areas, is included in the New Secretary Packet and is available to everyone on our Webpage.
- Increase awareness of NPASAC activities by making personal contact with all new NPA secretaries.
- Maintain/update secretarial resources (i.e., the Quick Reference Guide, brochure, and webpage) provided by the NPASAC and send a New Secretary Packet to each new NPA secretary.
- Address requirements and requests from NACOP.
- Provide NACOP with information for their quarterly newsletter.
- Develop a display for the NPA Leadership Conference April 2007 promoting NACOP & NPASAC.
- Provide Council input into the Secretarial Session of the 2007 NPA Leadership Conference.
- New secretary orientation will be conducted in the Fall 2007.
- Sharon Peterson will periodically submit items on NPASAC activities for inclusion in the Northern Highlights (NPA weekly briefing).
- Identify and provide Adobe Acrobat resources to secretaries.
- Develop survey for feedback on the NPASAC Web site.

## **Secretary of the Year**

- Jill Miller from the Northern Plains Agricultural Research Laboratory in Sidney, Montana, received the Secretary of the Year Award. Jill is the Secretary for both the Agricultural System Research Unit and the Post Management Research Unit.

## **AREA: Pacific West (PWA)**

### **Accomplishments:**

- Established “Buddy System”
- Established SharePoint site
- Updated color, tri-fold brochure
- Designed CD label for future use
- Reevaluated the focus and proposed distribution method of the PWA Office Support Handbook
- Designed PWA-OSAC magnets
- Updated the “Monthly Calendar of Forms/Tasks Due” as dates announced. The virtual calendar is in process due to web revisions
- Deferred OSP Teleconferences
- Expanded Website
- Distributed “Tip of the Month” in News Notes and posted to website. The “Tip of the Month” was incorporated into the PWANet website by the PWA IT Manager
- Contacted individual support employees by Council members to promote the Council’s mission, encourage participation and application to be a Council member
- Implemented Council member recognition
- PWA OSAC’s mentoring program was emulated by PWA AOs and RLs

## **Area: South Atlantic (SAA)**

### **Current Members**

Penny Wilms, Fort Pierce, FL – Chair (5/02) 2 years  
Debbie Roland, Dawson, GA – Co-chair (2/04) 2 years  
Maribel Roldan, Mayaguez, P.R. – Recorder (2/06) 2 years  
Connie Bryant, Raleigh, NC – Webpage (2/05) 2 years (serving second year of 2-year term)  
Wanda Rohrer, Miami, FL – Historian (2/04) 2 years (serving second year of 2-year term)  
Debbie Ambrose, Winter Haven, FL – Newsletter Editor (2/06) 3 years  
George Lee, Brooksville, FL (2/05) 2 years  
One member (vacant) 2 years  
Shelia Jackson, Athens, GA – Technical Advisor (determined by length of NACOP membership)

### **Accomplishments**

Re-implemented the Mentoring/Orientation Program (mentored 14).  
Filled vacancies with two new members: Maribel Roldan and Debbie Ambrose. The SAA-ACOP council consists of eight members and the Technical Advisor. We have one vacancy at present.  
Presented the “2006 Office Professional of the Year Award” – Sheryle Siegel-King, Fort Pierce, FL.  
Distributed SAA-ACOP brochure to South Atlantic Area locations.  
Participated in the National Conference for ARS Office Professionals in St. Louis. The conference provided invaluable training for all office support professionals and afforded the chance to network and develop contacts for future use.  
Request was sent to the SAA Director to hold training for all office professionals in the Area in 2006 but was not approved because of the 2006 Leadership Meeting held in November 2006.  
Developed Presentation Board for Council

### **Goals**

Organize and print a travel desk top procedure for office professionals  
Streamline and strengthen mentoring program  
Send welcome package to new office professional employees  
Upload our website updates to the Internet  
Request for purchase and distribution of SAA ACOP pins to be prepared to all SAA Office Professionals

### **Secretary of the Year**

Sheryle Siegel-King

## **Area:     Southern Plains (SPA)**

### **Current Members**

Davee Crowell – Chair  
Justine Flowers – Co-chair  
Beverly Keller – Recorder  
Beth Holt – Training Coordinator  
Susan Daughtry – Information Coordinator  
Karen Wilcox – Webmaster  
Anne Steele – Permanent Member  
Barbara Hodges – NACOP Representative

### **Accomplishments**

- Continued sending the Newsletter to RLs, CDs, etc., with new features highlighting an Office Professional and his/her impact and “Ask Smurfy” by Ruth, Area Program Analyst, to answer questions concerning all things ARIS.
- New Employee packets were updated and sent to all new Office Professionals in the Southern Plains
- Quarterly teleconferences were held
- Training Coordinator is now responsible for the SOA ACOP Scrapbook
- Continued to promote the Scholarship and Shadowing Programs
- Three new members were welcomed at our annual meeting held in College Station, TX, August, 2006 – Susan Daughtry, Beth Holt and Beverly Keller

### **Goals**

- Continue to promote SPA ACOP!
- Major revisions to the SPA ACOP website.
- Update the SPA ACOP manual online
- Continued distribution of the Newsletter
- Provide all SPA office professionals with a CD containing the SPA ACOP Manual